

15 APR 1970

**MEMORANDUM FOR: Deputy Director of Personnel for
Plans and Control
Deputy Director of Personnel for
Recruitment and Placement
Deputy Director of Personnel for
Special Programs**

SUBJECT : Career Service Awards' Dinner

1. As you know, Mr. Houston has been selected as a winner of the National Civil Service League's Career Service Award. The Director of Personnel has requested that the attached information concerning the presentation of the award be sent to you and in turn brought to the attention of employees in your Directorate.

2. Individuals desiring to make reservations for the dinner should send their checks to me by close of business 22 April 1970. Checks should be made payable to "Cash" or to me.

STATINTL


Chief, Benefits and Services Division

Att

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- 1 - Each Addressee
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STATINTL

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MEMORANDUM FOR: Deputy Director of Personnel for Special Programs
SUBJECT : Career Service Awards' Dinner

1. As you know, Mr. Houston has been selected as a winner of the National Civil Service League's Career Service Award. Attached is information concerning the presentation of the award (time, place, cost, etc.) for dissemination throughout your directorate.

2. Mr. Wattles looks for a good representation from the Office of Personnel and has expressed particular interest in his Deputies attending. He also asked me to say that you may not delegate this responsibility to your Division Chiefs.

3. I want to take this opportunity to wish you a good time at the dinner and also to advise you that the Credit Union is open daily from 10:00 a.m. - 3:00 p.m.

STATINTL


Chief, Benefits and Services Division

Att

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